

SPC Tello
P12 Coldewey

ELEMENT:

TASK: Perform Automated Financial Operations (14-7-8016)
(AR 380-19) (AR 380-5)

(FM 100-6)

ITERATION:

①

2

3

4

5

(Circle)

COMMANDER/LEADER ASSESSMENT:

①

P

U

(Circle)

CONDITIONS: The Financial Management Center (FMC) is supporting forces engaged in full spectrum operations. Finance transactions are being made. All automated systems are operational and loaded with current software. Data is being received from higher headquarters. Data inputs created by FMC staff elements and received from CONUS and theater financial management elements are uploaded and provided to the Director, FMC and other staff officers/activities as required. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: All data is uploaded and downloaded within four hours of receipt or request if the tactical situation permits. Data is processed with 100 percent accuracy. Specified financial reports are provided within established timelines. Access to automated equipment is restricted to authorized personnel. Automated information systems security practices, policies, and procedures are established and applied.

TASK STEPS AND PERFORMANCE MEASURES		GO	NO-GO
* 1. The Director, FMC directs the establishment of automated financial operations. a. Provides concept of operations. b. Determines actions to be conducted in theater or retrograded to Defense Finance and Accounting Service. c. Coordinates approval of theater financial automation policy and plans.			
* 2. The Chief, FMC Automation Section develops plans for financial automation operations. (301-371-1050) a. Develops and recommends policies and procedures for automated systems and data processing within area of operations. b. Provides financial management elements with approved policies and procedures for automated systems. c. Provides installation of software and hardware updates to the Financial Management Tactical Platform. d. Supervises security and access controls for automated equipment hardware, software, and data. e. Verifies that all financial management detachments have appointed automated information management officers. f. Establishes procedures and policies for continuity of operations plans (COOP). g. Trains automated information system personnel, as required. h. Supervises internal data processing operations.			
3. Automation Section personnel process financial data. (301-371-1050, 805A-DOP-8109) a. Receive data from higher headquarters and financial management elements within the theater. b. Generate reports from data received from higher headquarters and supporting elements. c. Disseminate reports to appropriate unit personnel. d. Upload data generated from unit transactions. e. Verify accuracy of data uploaded and downloaded.			

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Apply automated information system security policies and procedures. g. Implement COOP procedures. 4. Automation Section personnel provide automated system and communications support. (301-371-1050, 805A-44C-3011, 805A-DOP-8109, 805A-FSC-8104) a. Exercise staff responsibility for information and communications operations. b. Assign initial passwords and access level to new users in the FMC. c. Provide primary liaison with supporting communications element. d. Maintain COOP for automated systems. e. Conduct security and operational inspections of automated systems. f. Coordinate external communications requirements. g. Provide automation and communications technical assistance to financial management elements. h. Coordinate requests for external technical assistance.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	1						
TOTAL TASK STEPS "GO"	1						
TRAINING STATUS "GO"/"NO-GO"	GO						

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
301-371-1050	Implement Operations Security (OPSEC) Measures	STP 21-1-SMCT
805A-44C-3011	Apply Internal Management Control Program	STP 14-44C14-SM-TG
805A-DOP-8109	Employ the Deployable Disbursing System	STP 14-44C14-SM-TG
805A-FSC-8104	Employ the Financial Management Tactical Platform (FMTP)	STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

SPC Tello and P2 Coldeney was responsible for employ the DDS^{CAPS} and FMTP systems. They performed very well during the evaluation. Continue to learn and understand the very sensitive program. SGT Johnson who was not present for most of the eval needs to ensure continue to sustain his knowledge thru training in the software made available to him.

[Signature]
 GENMAR FERN